

**BY ORDER OF THE COMMANDER
AIR FORCE ROTC**



AFROTC INSTRUCTION 36-2013

8 FEBRUARY 2005

Personnel

AFROTC POC ALLOCATION AND CATEGORIZATION MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFROTC/RRFP
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Supersedes AFOATSI 36-2013, 22 February 2001

Certified by: HQ AFROTC/RRF
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Pages: 22
Distribution: F

This instruction provides guidance to Air Force Reserve Officer Training Corps (AFROTC) unit personnel for administering the senior AFROTC Professional Officer Course (POC) Selection and Categorization processes. It defines responsibilities and tasks associated with applicant submission for selection into the POC, pilot, navigator, Air Battle Management (ABM), and selected non-line categorization to meet production goals established by HQ USAF. This instruction applies to senior AFROTC units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 33 and 10 U.S.C 103. System of records notice F036 AETC I, *Cadet Records*, applies. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>). This instruction applies to AFROTC headquarters, regions, and detachments.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This revision incorporates the following changes: changed AFOATS database to Web Intensive New Gain System (WINGS) throughout instruction; added ABM as part of the categorization process and provided guidance throughout instruction; changed AFOATSI to AFROTCI; changed AFOATS Forms to AFROTC IMTs; added guidance on notification to units (para 1.5.); re-defined the out-of-cycle enrollment allocation (EA) programs (para 2.5); updated procedures for cadets projected to commission at field training (FT) and receiving marginal/unsatisfactory ratings (para 2.8.1., 2.8.2. and 2.8.3.); changed the pilot/navigator order-of-merit (OM) by incorporating the FT results in the calculation (Table 3.2.); updates requirements for basic attributes test (BAT) for pilot selection (para 3.2.3); modified procedures to change cadet's category (para 3.5.); added

counseling requirements for cadets categorized as pilot, navigator or Air Battle Manager (ABM) (3.7.); added the non-line categorization process (Chapter 4 and Table 4.1.) A star (★) indicates revised information from the previous version.

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Chapter 1

Eligibility and Schedule of Events

1.1. General Information. This section explains the purpose of allocation and categorization management. It explains basic eligibility requirements common to enrollment allocation (EA), categorization management, and provides an event schedule.

1.2. Purpose. To award POC EAs to cadets and to categorize cadets into pilot, navigator, air battle management (ABM) or selected non-line career fields.

1.2.1. In awarding EAs, AFROTC senior officers appointed by HQs, select applicants to enter the POC. Selection normally occurs in the applicant's AS200 year. A cadet cannot be contracted in the POC without an enrollment allocation.

1.2.2. In categorization, AFROTC staff officers appointed by HQs, place cadets in categories to meet Air Force officer production objectives. All cadets are categorized as an officer candidate after competing successfully through the POC Selection Program (PSP). For officer candidates competing for a pilot/navigator/ABM slot, categorization occurs in the fiscal year (FY) prior to commissioning (normally during the AS300 year). For officer candidates competing for a non-line (medical, nursing, or law) slot, categorization occurs two fiscal years prior to commissioning (normally during the AS200 year).

1.3. Eligibility Requirements. All applicants must meet the eligibility requirements in AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets*, Chapter 1.

1.3.1. Applicants competing through the PSP or pilot/navigator/ABM categorization process must have a cumulative grade point average (GPA) of at least 2.0 on a 4.0 scale. Applicants competing for Prehealth (and Dentistry when AFROTC has a requirement) must have a cumulative GPA of at least 3.5 on a 4.0 scale. All other non-line applicants must be in good standing within the university program. Term GPA is not a factor for eligibility. Use the official cumulative GPA as calculated by the university.

1.3.1.1 If AFROTC course grades are not included, recompute the GPAs to include them. Units must also include any transfer courses accepted by the degree-granting institution towards degree requirements that are not already included in the cumulative GPA. *Applicants in graduate school must factor in their undergraduate cumulative GPA as shown on their transcript at graduation.*

1.3.2. AFROTCI 36-2018, *Air Force ROTC Special Actions Program*, outlines eligibility and application procedures for Graduate Law Profession applicants.

1.4. Schedule of Events.

1.4.1. 1 June (or earlier): Begin working physical examinations for applicants. Review and ensure physical examinations for cadets requesting pilot/navigator/ABM categories meet appropriate Air Force Medical Support Agency (AFMSA) standards.

1.4.2. 1 January: Start of nomination period.

1.4.3. Second Wednesday in February: Det deadline for selection/categorization inputs.

1.4.4. First week of March: Selection/categorization boards held.

1.4.5. Third week of March: Selection/categorization board results released.

1.4.6. Last week in August: Deadline for all field training result inputs for the categorization continuation process.

1.4.7. First week of September: Categorization continuation process held.

1.4.8. Third week of September: Categorization continuation process results released.

★**1.5. Notification to Units.** Detachments will be notified of selection for a POC enrollment allocation, Pilot/Navigator/ABM categorization, and non-line categorization through the Web Intensive New Gain System (WINGS) in the Categorization Selection field. The field will state “officer” if the cadet is given an enrollment allocation and will remain blank if not selected. If categorized as a pilot/navigator/ABM or into a non-line slot, the field will reflect “pilot”, “navigator”, “Air Battle Management”, or a non-line categorization as appropriate.

Chapter 2

POC Enrollment Allocations

2.1. General Information. This section establishes selection procedures for POC applicants. Before implementing these procedures, ensure actions required by AFROTCI 36-2011 are complete. Nominate the applicant for an EA through WINGS; reference the WINGS checklists located at <https://hq.afboats.af.mil>, for applicable instructions.

NOTE: An advanced enrollment allocation (AEA) is awarded to an applicant whose DOC normally falls three years after the current Fiscal Year (FY), normally for those in 5 year majors. Applicants competing for an AEA follow the same guidance as applicants competing for an EA.

2.2. Selection Requirements. Each applicant for an EA must meet these minimum standards:

2.2.1. Pass the physical fitness test (PFT) and meet standards according to AFOATSI 36-2007, *AFROTC Weight and Fitness Programs*. Enter the most recent PFT score into WINGS.

2.2.2. Standardized testing requirements:

2.2.2.1. All applicants must take the Air Force Officer Qualifying Test (AFOQT) and achieve a verbal score of at least 15 and a quantitative score of at least 10. Applicants must take all sections of the AFOQT. Verify the applicant's most recent scores as they appear in WINGS and on the Student Management Roster (SMR). Contact AFROTC/RRFP if there is a discrepancy. AFROTCI 36-2006, *AFROTC Cadets and Applicants Testing*, outlines procedures for requesting a waiver if a cadet fails to achieve the minimum passing scores.

2.2.2.2. If the applicant has taken the Scholastic Aptitude Test (SAT) and or the American College Test (ACT), enter the scores in the AFROTC database.

2.2.3. Ensure any waiver requests are approved (civil involvements, age, etc.) prior to submitting applicants for allocations. Use the eligibility requirements outlined in AFROTCI 36-2011, Chapter 1, and on the AFROTC IMT 63, **AFROTC Membership Action Checklist**, when considering applicants for EA.

2.2.4. An enlistment physical must be scheduled for all applicants prior to nomination for selection. The physical must be qualified/certified prior to field training attendance.

2.2.5. Commanders must counsel, in writing, scholarship cadets competing for a POC EA that if they do not receive an EA, a disenrollment investigation will be initiated. Meeting minimum scholarship retention standards does not guarantee the cadet an EA.

2.2.6. Cadets with scholarship applications pending and cadets who have received scholarships and are pending activation must be counseled, in writing, that failure to receive an EA will result in withdrawal of all scholarship offers.

2.3. Unit Selection Process. Screen applicants to determine their motivation toward pursuing an Air Force commission. Do not nominate unqualified and or unmotivated applicants. The screening will include, but is not limited to, drug use and alcohol abuse, civil involvements, and academic goals. As a minimum, applicants must meet the requirements outlined in AFROTCI 36-2011, Chapter 1.

2.4. POC Selection Process.

2.4.1. Unit Commander Ranking (UCR) and Order of Merit (OM).

2.4.1.1. The UCR is an evaluation of officership potential based on performance as a cadet. Rank all eligible AS 200 cadets competing for an EA (see para 1.2). Evaluate each applicant based upon the “whole person” concept. Since cumulative GPA, PFT score, and standardized test scores are included in calculating the OM; they should only indirectly affect the ranking as they relate to demonstrated ability to balance numerous responsibilities at once. The AFROTC database will compute the Relative Standing Score (RSS) based upon the UCR and the class size (see Table 2.1.).

2.4.1.2. Do not award an undeserved ranking in an effort to overcome lower objective factors such as a poor GPA, PFT or standardized test score.

2.4.1.3. The OM is calculated by multiplying the RSS, cumulative GPA, PFT and SAT-R by their weighted factors then adding them together (Example: $(RSS*5) + (Cum\ GPA*5) + (PFT*0.15) + (SAT-R*0.009375)$). Applicants will be selected based on their OM. Applicants not selected will either be released from the program (non-contract) or investigated for disenrollment (contracted).

Table 2.1: PSP Order of Merit (OM) Factors

FACTORS	RANGE	MULTIPLIED BY	WEIGHT
RSS (Note 1)	5-10	5	50%
Cumulative GPA	2.0-4.0	5	20%
PFT	75-100	.15	15%
SAT-R (Note 2)	650-1600	0.009375	15%

NOTES:

1. The formula for calculating the RSS is $(5*((1-R/C)+0.5/C))+5$ where R=UCR and C=Class Size.
2. The SAT-R is used only for selection processing (see conversion chart Table 2.2)

2.4.2. Nomination Period.

2.4.2.1. The nomination period normally begins the first duty day of January through the second Wednesday of February. Detachment commanders may submit nominees anytime during this period. Detachment Commanders are strongly encouraged to submit nominations as early as possible.

2.4.2.2. Submit an AFROTC IMT 22, **Cadet Personnel Action Request**, to HQ AFROTC/RRFP requesting an EA and accreditation of FT for any cadet who previously completed FT successfully. For applicants who have previously attended FT but not completed (returned with prejudice), forward the AFROTC IMT 22 to HQ AFROTC/RRFP requesting authorization to repeat FT and continue in program.

2.4.3. Selection Boards and Notification to Units.

2.4.3.1. PSP and categorization selection boards convene at HQ AFROTC. Board rosters will be aligned by OM. To meet the needs of the Air Force, separate boards (e.g., academic major, foreign language ability) may be considered. For an applicant to meet the board, all selection data must be correct, input, received, and verified by HQ AFROTC/RRFP prior to the established cut-off dates.

2.4.3.2. WINGS must include all applicants considered for selection. Check each entry to ensure all information is correct, especially DOG/DOC and academic major. Update WINGS to correct errors. When a cadet is selected for an EA, a category selection (CAT SEL) appears on the Student Management Roster (SMR). *A cadet must have an EA prior to enlisting into the POC.* Applicants should not be scheduled for FT or POC entry without an EA unless the applicant falls under the provisions of AFROTCI 36-2011, Chapter 1. The unit commander is responsible for ensuring no cadet is allowed to attend FT or enter the POC without an EA.

2.4.3.3. At the HQ AFROTC Commander's discretion, an alternate POC selection process (PSP) may be used to expedite the selection process when a central selection board is not required.

2.4.4. Options for Non-Selects. Non-selects may extend their DOC to the next FY, continue as a completed General Military Course (GMC) and compete on the next PSP board. Contracted cadets will have to wait until the disenrollment is finalized before continuing as a GMC completed cadet and extending their DOC.

★2.5. Out-Of-Cycle EA Process.

2.5.1. Out-of-Cycle EAs are given out after the PSP board has convened. Since the PSP is the main method of awarding EA, Out-of-Cycle EAs are only awarded if there were not enough selected through PSP, especially in critical majors.

2.5.2. Out-of-Cycle EAs are usually awarded to students who were unable to compete in the PSP board process. These individuals did not meet eligibility requirements, e.g. pending grades, physical fitness, etc., prior to board nomination or recent walk-ins who can graduate and commission in 1½ or 2 years as determined by the AFROTC IMT 48, **Planned Academic Program** (or equivalent). Additionally, students who enter AFROTC through a program such as the One-Year Commissioning Program (OYCP) or an enlisted commissioning program will require an out-of-cycle EA.

2.5.3. One-Year Commissioning Program (OYCP). AFROTC established the OYCP to allow flexibility in meeting Air Force officer production goals in certain critical shortfall categories. The program is designed to complement and expand existing options available to prospective students. The OYCP targets students who can graduate and commission in one year. AFROTC will provide further guidance via official memorandum on specific program objectives. Only applicants at AFROTC affiliated 4-year colleges and cross-town institutions are eligible. For scholarship information reference AFROTCI 36-2019, *Air Force Reserve Officer Training Corps (AFROTC) Scholarship Programs*.

2.5.3.1. OYCP cadets who dual enroll in the AS 300 and 400 classes will attend an extended Field Training Unit (FTU). Those who do not dual enroll in the AS300 and 400 classes will attend an extended FTU and complete the AS300 curriculum. Refer to AFROTCI 36-2010 for Field Training Unit (FTU) lengths.

2.5.3.2. The detachment commander is authorized to approve dual enrollment only for the OYCP, any other dual enrollment request must be approved by HQ AFROTC/RRFP.

2.5.4. Submit an AFROTC IMT 22, to HQ AFROTC/RRFP to obtain the OYCP EA and include the applicant's AFROTC IMT 48. The applicant must meet all enlistment eligibility requirements in accordance with AFROTCI 36-2011. An enlistment physical must be scheduled prior to submission for an EA. The physical must be qualified/certified prior to FTU attendance. Since the enlistment physical is valid longer than the one year for OYCP, it will also function as the commissioning physical. Upon obtaining the EA, coordinate with HQ AFROTC/DOT to obtain an FTU assignment. Every effort will be made to schedule FT prior to POC entry; however, FTU attendance may depend on available space. (NOTE: HQ AFROTC/RRFP, in conjunction with HQ AFROTC/DOT, must approve FT deferrals and enlistment authorization—THIS IS NOT AUTOMATIC.)

2.6. Withdrawal/Discontinuation of EA.

2.6.1. HQ AFROTC/RRFP may withdraw the EA of any cadet who fails to maintain POC retention standards after selection.

2.6.2. Notify HQ AFROTC/RRFP immediately when a selectee with an EA discontinues or when an applicant no longer wants to be considered. This is critical so additional selections can be made to fill vacancies. The preferred means of notification is via e-mail.

2.6.3. When an applicant with an FTU assignment leaves the program or cannot attend an FTU due to medical reasons, notify HQ AFROTC/DOT and HQ AFROTC/RRFP immediately. The preferred means of notification is via e-mail.

2.7. Processing for Other Units. When applicants cannot appear at the school they plan to attend, another unit must process applications for the target units. The processing unit commander may interview the applicant and must assign a ranking. If the applicant is awarded an EA, the processing unit is responsible for completing the cadet's membership processing. See AFROTCI 36-2011, Chapter 2, and AFROTCI 36-2019, Chapter 4 for specific instructions on transferring cadets.

2.8. Counseling Requirements on FT Marginal and Unsatisfactory Ratings. Counsel all cadets competing for an EA that the HQ AFROTC Commander may hold a post FT retention board for cadets who received an overall “Marginal” rating. Cadets who receive a “Marginal” rating at FT are not guaranteed entry into the POC. Ensure all cadets understand the impact a “Marginal” or “Unsatisfactory” FT rating may have on their future in AFROTC. (Refer to AF IMT 1056, para 10, section F.) Award a conditional event to all contract cadets who received a marginal or unsatisfactory rating, prior to forwarding any AFROTC IMT 22 request. If the board elects to retain cadets with a less than satisfactory rating, or if no board is held, the following apply:

2.8.1. Marginal Ratings: Contract cadets returning from Field Training with a “Marginal” rating will receive a conditional event and be investigated for disenrollment unless a waiver is received from HQ AFROTC/RRFP. Non-contract cadets will be discontinued. (Unit commanders may request, via AFROTC IMT 22, a waiver to place the cadet in Special Student status.)

2.8.2. Unsatisfactory Ratings: Cadets returning from an FTU with an “Unsatisfactory” rating will be investigated for disenrollment (contract cadets) or discontinued (Non-contract cadets).

2.8.3. Temporarily inactivate any scholarship until receipt of a HQ AFROTC/RR decision. If the cadet was scheduled to be commissioned at FT, immediately take necessary action to extend the DOC.

Table 2.2. SAT-R Equivalency Chart

AFOQT AA	ACT COMP	SAT-O TOTAL	SAT-R TOTAL
		Test Date Before 1 Apr 95	Test Date On/After 1 Apr 95
10		710	840
11		720	850
12, 13		730, 740	860
14	18	750	870
		760	880
15		770	890
16		780	900
17	19	790	910
18		800	920
19		810	930
20		820	940
21, 22	20	830	950
23		840	960
24, 25		850, 860	970
26		870	980
27	21	880	990
28, 29		890	1000
30		900	1010
31		910	1020
32, 33	22	920	1030
34		930	1040
35, 36, 37		940, 950	1050
38, 39		960	1060
40	23	970	1070
41, 42		980	1080
43		990	1090
44, 45		1000	1100
46, 47	24	1010	1110
48, 49, 50		1020, 1030	1120
51, 52		1040	1130
53	25	1050	1140
54, 55		1060	1150
56, 57		1070	1160
58		1080	1170
59, 60, 61, 62	26	1090, 1100	1180

63		1110	1190
64, 65		1120	1200
66, 67		1130	1210
68	27	1140	1220
69, 70		1150	1230
71, 72		1160, 1170	1240
73, 74		1180	1250
75	28	1190	1260
76, 77		1200	1270
78		1210	1280
79		1220	1290
80	29	1230	1300
81, 82, 83		1240, 1250	1310
84		1260	1320
85		1270	1330
86	30	1280	1340
87		1290	1350
88		1300	1360
89		1310	1370
90	31	1320	1380
91		1330	1390
92		1340	1400
		1350	1410
93	32	1360	1420
94		1370	1430
95		1380	1440
96		1390	1460
	33	1400	1470
97		1410	1480
98		1420	1490
		1430	1510
99	34	1440	1520
		1450	1530
	35	1460	1550
		1470	1560
		1480	1580
	36	1490-1600	1600

NOTE: Use Table 2.2 only to convert test scores from AFOQT Academic Aptitude, ACT or SAT-O ONLY to the SAT-R. Do not use this table to compare or convert scores between AFOQT-AA, ACT, or SAT-O.

Chapter 3

Pilot/Navigator/ABM Categorization

3.1. General Information. This section establishes procedures by which AFROTC assigns officer candidates to pilot/navigator/ABM categories. The procedures apply to candidates scheduled for commissioning during the next FY. Cadets who are unable to meet the pilot/navigator/ABM categorization board may be allowed the opportunity to categorize following the boards. The decision to allow categorization after the board has convened will be based on the needs of the Air Force.

★3.2. Pilot/Navigator/ABM Categorization Requirements.

3.2.1. Candidates must meet the AFOQT minimum scores shown in Table 3.1. These scores are not waiverable, even for candidates who previously received an AFOQT waiver for enlistment from HQ AFROTC/RRFP.

Table 3.1. Minimum AFOQT Scores

	Pilot	Nav	Pilot +Nav	Verbal	Quant
Pilot	25	10	50	15	10
Navigator	10	25	50	15	10
ABM				15	10

3.2.2. All eligible cadets may compete for a pilot/navigator/ABM category. Cadet physicals for pilot/navigator must meet the most restrictive Air Force Medical support Agency (AFMSA) standard in the AFROTC database for their desired category prior to submission. If a cadet does not meet AFMSA standards for the requested category in time to meet the submission deadline, consider the cadet unqualified for the category and do not nominate. If the cadet later meets AFMSA standards and wants to request pilot/navigator categorization, submit an AFROTC IMT 22 package to HQ AFROTC/RRFP (see paragraph 3.5.1). Cadets competing for ABM are required to have a qualified physical prior to submission. Cadets who undergo Photorefractive Keratectomy (PRK) surgery, will need to supplement their current physical with a new eye examination provided by their ophthalmologist. The eye examination cannot be given earlier than 3 months after the operation. Run the physical (including the supplemental eye examination) through the Potential Pilot Qualified (PPQ)/Potential Navigator Qualified (PNQ) database located in WINGS to determine if the cadet is qualified for their desired category. Counsel each cadet who meets the rated categorization board that they will be required to pass a Flying Class I (FCI) flight physical (if selected as a pilot), a Flying Class IA (FCIA) flight physical (if selected as a navigator), or a Flying Class III (if selected as an ABM) after pilot/navigator/ABM selection; but prior to commissioning. Meeting the medical pre-screening prior to the board does not guarantee the cadet will not be disqualified on the FCI or IA flight physical.

3.2.3. Pilot candidates must complete the Basic Attributes Test (BAT) so a Pilot Candidate Selection Model (PCSM) score can be computed prior to categorization. Only two test administrations are authorized per individual. Do not administer a retest (second testing) until at least 180 days have passed from the date of initial testing. The detachment BAT monitor must inform cadets that only one BAT retest is authorized. The PCSM office will automatically invalidate third and subsequent BAT data. Similar to the administration of the AFOQT, BAT data from the most recent test will be used as the scores of record for those individuals with more than one set of scores. This is not waivable. The BAT must be taken by 1 January of the categorization year to ensure a valid PCSM score is available by board cut-off date. PCSM scores may be obtained from AETC/SAS. Obtain PCSM scores via the PCSM homepage at: <http://www.aetc.randolph.af.mil/sas/pcsm/index.htm>. Flying hours must be accrued before 15 January. Procedures for updating PCSM scores are located on the PCSM homepage. Flying hours after 15 January cannot be used to update the PCSM score.

3.2.4. Pilot, navigator, and ABM candidates must meet age requirements IAW AFROTCI 36-2011, Chapter 1. Waivers are normally given only to correct Air Force administrative errors and only on a limited basis to highly qualified cadets.

3.3. Unit Pilot/Navigator/ABM Categorization Processing.

3.3.1. The detachment commander will assign each individual a Unit Commander Ranking (UCR) based on the **entire** Fiscal Year (FY) commissioning class, regardless if the individual is competing for a pilot/navigator/ABM slot (see para 2.4.1.). As with selection, consider the cadet's potential based on performance as a cadet before assigning the UCR. WINGS will compute the RSS based upon the UCR and class size.

★ Table 3.2 Pilot/Navigator/ABM Order of Merit Factors

FACTOR	RANGE	MULTIPLIED BY	WEIGHT
RSS (Note 1)	5-10	5	50%
Cumulative GPA	2.0-4.0	3.75	15%
PFT	75-100	0.15	10%
FT	5-10	1	10%
AFOQT-N (Note 2)	1-99	0.1516	15%
PCSM (Note 2)	1-99	0.1516	15%
AFOQT-AA	1-99	0.1516	15%

Notes:

1. The formula for calculating the RSS is $(5*((1-R/C)+0.5/C))+5$ where R=UCR and C=Class Size
2. The PCSM is used for categorization processing if application is for pilot. The AFOQT-N is used for categorization processing if application is for a navigator slot. The AFOQT-AA is used for categorization processing if application is for ABM.

3.3.2. Submit pilot/navigator/ABM candidates to HQ AFROTC/RRFP by entering categorization data into WINGS prior to nomination cut-off (see para 1.4.). The AFROTC database will compute each candidate's OM score using the most current information available. Once the OM is calculated and the applicant has met the categorization process, the OM will not be adjusted. (Exception: Cadets not completing FT prior to the March board will automatically receive FT score of "5". Once FT is complete, upward adjustment to the OM is authorized based on FT results only).

3.3.3. Cadets competing for **pilot** must indicate their preference to attend the Euro-NATO Joint Jet Pilot Training (ENJJPT). ENJJPT volunteers must submit a memorandum to the unit commander and the unit must update volunteer status into WINGS no later than the date established via Automated ROTC Mail System (ARMS) message. The ENJJPT volunteer memorandum must consist of the cadet's understanding ENJJPT is a fighter-oriented program and if successfully completed, will likely result in a fighter or bomber assignment based on USAF needs; and if eliminated from ENJJPT, they will not be eligible for any other undergraduate pilot training.

3.3.4. All cadets competing for **Navigator** must provide their track selection: Heavy or Strike/Strike Fighter track. Information regarding the different tracks is located on the AFROTC web page. Update the WINGS database upon receipt of preferences and prior to nomination cut-off (see para 1.4.).

3.4. Pilot/Navigator/ABM Categorization Board and Unit Notification.

3.4.1. Line Cadets: HQ AFROTC/RRFP will only categorize contracted cadets with EA into pilot, navigator, and ABM categories. Senior year cadets who are unqualified for or do not desire these categories will retain "Officer" in category selection (CAT SEL) on the Student Management Roster (SMR) and be assigned an Air Force Specialty Code (AFSC) by the Air Force Personnel Center (AFPC) via the AFROTC IMT 53, **Academic Information** (see AFROTCI 36-2018).

3.4.2. The pilot categorization board will convene prior to the navigator board, and the navigator board will convene prior to the ABM board. Cadets selected for one board will not meet the subsequent board(s) unless the cadet has identified the subsequent board as a higher choice.

3.4.3. The SMR will reflect categorization decisions. When HQ AFROTC/RRFP awards a pilot/navigator/ABM allocation, the category selection (CAT SEL) will change from officer candidate "Officer" to the new category ("Pilot", "Navigator", or ABM"). Upon receipt of the new production category from HQ AFROTC/RRFP, complete a change page to the AF IMT 1056, **AFROTC Contract** (reference AFROTCI 36-2011, para 4.8., Table 4.1.), to reflect the new category within ten (10) workdays/school days of cadet's notification. If the cadet does not complete the contract, contact HQ AFROTC/RRFP to pull the allocation (see para 3.5.2.). In addition, Security Clearance upgrade documentation must be forwarded to OPM within 14 days of the cadet's pilot or navigator selection notification.

★**3.5. Recategorization.** Cadets who desire to categorize into pilot, navigator, or ABM after the board cut-off, must meet appropriate AFMSA standards for the desired category (only a qualified physical for ABM). Submit an AFROTC IMT 22 package to HQ AFROTC/RRFP. Cadets who require a change of DOC into a new FY lose their pilot/navigator/ABM categorization and are subject to reclassification based on the needs of the Air Force. Individuals, who previously competed for pilot/navigator/ABM allocations and were **not** selected, are **not eligible** for recategorization to pilot/navigator in subsequent years.

3.5.1. All AFROTC IMT 22 packages requesting categorization into pilot/navigator/ABM must include the requested category, the UCR, PCSM score (if requesting pilot categorization), Euro-Nato Joint Jet Pilot Training (ENJJPT) volunteer status (yes or no) and Joint Specialized Undergraduate Navigator Training (JSUNT) track (Heavy or Strike/Strike Fighter) and electronic spreadsheet containing cadets data.

3.5.2. Turn in the pilot/navigator/ABM slot via AFROTC IMT 22 for cadets no longer desiring a pilot, navigator, or ABM category or becoming medically disqualified or requesting disenrollment.

3.6. Continuation Process. Because the OM includes FTU performance and some cadets have not yet attended FT, a portion of the March pilot/navigator/ABM allocations will not be allocated pending post-FT evaluation.

3.6.1. Only cadets who met the March board (but were not selected) will compete during the continuation process.

3.6.2. Applicants must attend FT the summer immediately following the March board in order to have their FT standing adjusted. Update the FT standing in the AFROTC database upon receipt of the FT report but **no later than 31 August** (see para 1.4.7 and 1.4.8 for board schedule and release date).

★**3.7. Counseling Requirements.** Counsel, in writing, all pilot/navigator/ABM categorized cadets that they will lose this categorization if they require a change of DOC to a new FY or are medically disqualified by AETC/SG. Also, cadets who do not receive a certified FCI/FCIA/FCIII physical within one year after selection or 30 days prior to commissioning, whichever is earlier, will lose their pilot/navigator/ABM category.

3.8. Alternate List. Once all of the rated (pilot, navigator, or ABM) slots are awarded, an alternate list will be maintained for each category to backfill slots vacated by previously selected cadets. Throughout the year, slots are returned for issues such as cadets deciding not to fly, being medically disqualified, or not being able to commission in the applicable fiscal year.

3.8.1. The alternate list will be created by placing all of the categorization board non-selects and any post-board nominees on a list. The list will be sorted by order of merit calculated from the approved formula for rated categorizations.

3.8.1.1. The order of merit will not be changed from the original “snapshot” from Big Week or post-Big Week nomination. The only exception will be to update the order of merit for cadets who attended field training after the board and therefore need a new, valid field training rating score.

3.8.2. As rated slots become available, the top alternate on the applicable list will be offered the slot. The top alternate is defined as the cadet with the highest order of merit on the alternate list.

3.8.2.1. If the top alternate refuses the slot, the cadet will be given an adjusted order of merit of zero so the cadet is no longer at the top of the alternate list. The new top alternate is then offered the available slot. This process continues until a cadet accepts the available slot or until the alternate list is exhausted.

3.8.2.2. If the top alternate being offered a slot from the alternate list already has a rated slot, the cadet will have the option of keeping the old slot or accepting the new slot. For example, if a cadet has a navigator slot and is subsequently offered a pilot slot, the cadet may decline the pilot slot and retain the navigator slot.

3.8.3. The AFROTC rated slots can only be given to AFROTC cadets and not to newly commissioned lieutenants. Thus, when an AFROTC cadet on the alternate list is commissioned, their order of merit will be adjusted to zero so they are no longer available to be offered a rated slot from the alternate list.

3.8.4. An alternate list will be maintained for each of the categories: pilot, navigator, ABM, ENJJPT, and Strike/Strike Fighter.

★ Chapter 4

Non-Line Categorization

4.1. General Information. This section establishes procedures by which HQ AFROTC/RRFP assigns officer candidates to non-line categories in pre-health, dental and nursing. Candidates will apply two years prior to commissioning (normally during the AS200 year). Cadets who are unable to meet the non-line categorization board may request via AFROTC IMT 22 the opportunity to recategorize following the boards. The decision to allow recategorization will be based on the needs of the Air Force.

4.2. Non-Line Categorization Requirements.

4.2.1. Cadets must be awarded an EA prior to consideration for a non-line categorization board.

4.2.2. Pre-health and dental candidates must have a 3.50 cumulative GPA based on a 4.0 scale in any major. Nursing applicants must be in an accredited nursing major, have a minimum 2.0 cumulative GPA based on a 4.0 scale, and be in good standing with the

university. Nursing candidates do not need to be accepted into the Nursing program prior to submission. Retention standards are located in AFROTCI 36-2011, Chapter 2.

4.3. Unit Non-Line (Pre-Health, Dental and Nursing) Categorization Processing.

4.3.1. The detachment commander will assign each individual a UCR based on the entire FY class, regardless of when the individual is competing for a non-line category (see para 1.2.1.). WINGS will compute the RSS based upon the UCR and class size.

4.3.2. Submit pre-health, dental and nursing candidates to HQ AFROTC/RRFP by entering data into WINGS. WINGS will compute each candidate's OM score using the most current information available.

4.3.3. Pre-health, dental and nursing candidates must submit a memorandum to the unit commander indicating the category of preference. Upon receipt of the non-line memorandum, the unit will verify the applicant's eligibility for the requested category, update the AFROTC database and file the memorandum in the applicant's UPRG/personnel file.

★Table 4.1. Non-Line Order of Merit Factors

FACTOR	RANGE	MULTIPLIED BY	WEIGHT
RSS (Note)	5-10	2.5	25%
Cumulative GPA	2.0-4.0	15	60%
PFT	75-100	0.15	15%

NOTE: The formula for calculating the RSS is $(5*((1-R/C)+0.5/C))+5$ where R=UCR and C=Class Size.

4.4. Non-Line Categorization Board and Unit Notification.

4.4.1. The non-line selection board will convene following the PSP board. Applicants not selected for an EA are ineligible for non-line consideration.

4.4.2. Cadets who are unqualified for, or do not desire, a non-line category will retain "Officer" in "category selection" and remain "line" officers.

4.4.3. The SMR will reflect the selection results. When HQ AFROTC/RRFP awards a non-line category, the category of selection (CAT SEL) will change from officer candidate "Officer" to the new category ("Pre-health", "Dental" or "Nurse"). Upon receipt of the new production category from HQ AFROTC/RRFP, complete a change page to the AF IMT 1056 to reflect the new category within ten (10) workdays/school days of cadet's notification. If the cadet does not complete the contract, contact HQ AFROTC/RRFP to pull the allocation (see para 4.5.1.).

4.5. Category Changes. Cadets who want to compete for a non-line category after the board cut-off must meet all eligibility requirements for the desired category. Submit an AFROTC IMT 22 package to HQ AFROTC/RRFP. Include in the waiver request, the cadet's preference, and

the UCR. Cadets who require a change of DOC to a new FY will lose their slot and are subject to reclassification based on the needs of the Air Force.

4.5.1. Cadets no longer desiring a non-line category or failing to maintain applicable retention standards outlined in AFROTCI 36-2011, Chapter 2, must turn in the pre-health, dental, or nurse EA and request a new EA (line) via AFROTC IMT 22.

4.6. Graduate Law Program (GLP). Applicants are selected through HQ USAF/JAX in Washington DC. HQ AFROTC/RRFP is the point of contact (see AFROTCI 36-2018). Once notified by HQ USAF/JAX, HQ AFROTC/RRFP updates the CAT Selection in the AFROTC database.

NOTE: Category designators for non-line cadets are listed in AFROTCI 36-2011, Attachment 1. Reference AFROTCI 36-2011 Chapter 2, regarding changing categories on the AF IMT 1056.

4.7. Adopted IMTs: AF IMT 1056, **Air Force Reserve Officer Training Corps (AFROTC) Contract**; AFROTC IMT 22, **Cadet Personnel Action Request**; AFROTC IMT 48, **Planned Academic Program**; AFROTC IMT 53, **Academic Information**; AFROTC IMT 63, **AFROTC Membership Action Checklist**.

STEVEN E. WAYNE
Colonel, USAF
Commander, Air Force ROTC

Attachment 1**GLOSSARY OF REFERENCES AND EXPLANATION OF TERMS*****References***

Privacy Act of 1974

Title 10 U.S.C., Chapter 33

System of Records F036 AETC I, Cadet Records

AFI 36-2006, Oath of Office (Military Personnel) and Certificate of Commissioning

AFI 36-2605, Air Force Military Personnel Testing System

AFROTCI 36-2006, AFROTC Cadets and Applicants Testing

AFROTCI 36-2007, AFROTC Weight and Fitness Programs

AFROTCI 36-2010, AFROTC Field Training Program

AFROTCI 36-2011, Administration of Senior Air Force ROTC Cadets

AFROTCI 36-2018, Air Force ROTC Special Actions Program

AFROTCI 36-2019, Air Force Reserve Officer Training Corps (AFROTC) Scholarship Programs

Abbreviations and Acronyms

ABM – Air Battle Management or Air Battle Manager

ACT - American College Test (Assessment)

AEA – Advanced Enrollment Allocation

AFMSA- Air Force Medical Support Agency

AFOATS – Air Force Officer Accession and Training Schools

AFOQT – Air Force Officer Qualifying Test

AFROTC – Air Force Reserve Officer Training Corps

AFPC – Air Force Personnel Center

AFSC – Air Force Specialty Code

ARMS – Automated ROTC Mail System

BAT – Basic Attributes Test

CAT SEL – Category Selection

DOC – Date of Commissioning

DOG – Date of Graduation

EA – Enrollment Allocation

ENJJPT – Euro-NATO Joint Jet Pilot Training

FCI – Flying Class 1

FCIA – Flying Class 1A

FCIII – Flying Class 3

FT – Field Training

FTU – Field Training Unit

GLP – Graduate Law Program

GMC – General Military Course

GPA – Grade Point Average

OM – Order of Merit

OYCP – One-Year Commissioning Program

PCSM – Pilot Candidate Selection Model

PFT – Physical Fitness Test

PNQ – Potential Navigator Qualified

POC – Professional Officer Course

PPQ – Potential Pilot Qualified

PRK – Photorefractive Keratectomy

PSP – POC Selection Program

ROTC – Reserve Officer Training Corps

RSS – Relative Standing Score

SAT – Scholastic Aptitude Test

SMR – Student Management Roster

UCR – Unit Commander Ranking

WINGS – Web Intensive New Gain System

Terms

Advanced Enrollment Allocation (AEA). AEAs are awarded to an applicant whose date of commission (DOC) normally falls three years after the current FY (normally applicants enrolled in five-year majors). Individuals are awarded an Officer Candidate category (or Nurse candidate if applicable).

Applicant. An individual who makes written application for membership in the General Military Course (GMC), Professional Officer Course (POC), or College Scholarship Program (CSP).

Basic Attributes Test (BAT). A test to measure a pilot applicant's eye-hand coordination.

Cadet. A student who meets all applicable eligibility requirements and is admitted to membership in the GMC or POC. To remain a cadet, the individual must maintain prescribed retention standards.

Category. Classification used to identify applicants and cadets with a potential career area utilization for accession orders. The contract categories used in AFROTC are: O (officer candidate), P (pilot), N (navigator), A (ABM), Q (nurse), R (prehealth), D (dental), J (physical therapy), U (pharmacy), H (physician assistant), T (occupational therapy), and L (lawyer).

Contract Cadet. An AFROTC cadet who has executed an AF IMT 1056, **Air Force Reserve Officer Training Corps Contract**, enlisted in the United States Air Force Reserve [Obligated Reserve Section (ORS)] under the provisions of 10 U.S.C. 2104 or 2107, and is a member of the POC or on scholarship.

Euro-Nato Joint Jet Pilot Training (ENJJPT). A joint pilot training program with NATO allied nations held at Sheppard AFB TX. After completion of ENJJPT, most pilots will receive a fighter or bomber assignment.

Enrollment. Admission of students into Aerospace Studies (AS) courses which entitles them to neither AFROTC membership nor subsistence allowance.

Enrollment Allocation (EA). Provides authorization to enter the POC. Individuals are awarded an Officer Candidate category.

Heavy. A pipeline for navigator training held at Randolph AFB TX for Airlift/Tanker/Maritime (ATM) track and Electronic Warfare Officer (EWO) track.

Joint Specialized Undergraduate Navigator Training (JSUNT). A joint Air Force and Navy Undergraduate Navigator/Naval Flight Officer Training Program, also referred to as the Strike/Strike Fighter (SSF) option for navigators.

Line. The category used to identify all applicants except Q (nurse); R (pre-health); D (dental); J (physical therapy); U (pharmacy); H (physician assistant); T (occupational therapy).

Member. A student who meets all applicable eligibility requirements and is admitted to membership in the GMC, POC, or on scholarship. To remain a member, the individual must maintain prescribed retention standards.

Non-line. A category used to identify applicants competing for a career in Pre-health, Dentistry and nursing. For example: R (pre-health); D (dental); Q (nurse). Others categories include; but are not selected by HQ AFROTC are: J (physical therapy); U (pharmacy); H (physician assistant); T (occupational therapy); and L (lawyer).

Officer Candidate. The line category awarded during the PSP process.

Order of Merit (OM). The national ranking by which applicants compete for an enrollment allocation, and pilot/navigator/ABM categorization.

Out-of-Cycle EA (OCEA). An enrollment allocation that is awarded at other than the scheduled PSP Board.

Pilot Candidate Selection Model (PCSM). The PCSM is used for categorization processing for a pilot slot. The PCSM score is comprised of three factors: the Basic Attributes Test (BAT), the AFOQT-P, and flying hours.

Professional Officer Course (POC). Normally, the third and fourth years of the 4-year program or the first and second years of the 2-year program consisting of AS300 and AS400 courses as prescribed under 10 U.S.C. 2104.

POC Selection Process (PSP). A process to authorize entry into the Professional Officer Course.

Relative Standing Score (RSS). A value calculated by comparing the UCR to the class size.

Special Student Status. An individual, without an enrollment allocation, who wishes to enroll in AS courses as a non-member, or who is ineligible for AFROTC membership and may participate in AS classes and LLAB.

Strike/Strike Fighter. A pipeline for navigator training held at NAS Pensacola, Florida for Strike (Bomber) track, B-1B WSOs/B-52H and Strike/Fighter track for F-15E WSOs.

Unit Commander's Ranking (UCR). For PSP, the UCR is the numerical ranking given by the unit commander reflecting an applicant's standing among all cadets in their peer group from the same unit. For pilot/navigator/ABM categorization, it is the applicant's standing among all cadets in their commissioning fiscal year group from the same unit.